

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Administrative Assistant
Department: Social Services
Revised : February 2010

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the Administrative Assistant classification.

GENERAL DESCRIPTION

Paraprofessional level work involving a variety of legal administrative functions in the legal division of Social Services assisting the DSS Attorney. Supervision may be provided to one or more subordinates. There is considerable contact with governmental officials, court personnel, Clerk of Court staff, law enforcement, and local and out-of-county attorneys. Supervision is received from the DSS Attorney, who reviews work by analysis of activities accomplished and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Performs administrative duties for the DSS Attorney preparing and filing legal documents including court orders for the judge's approval and signature, petitions, custody orders, subpoenas, summonses, notice of hearings, affidavits, continuances, and other legal documents essential in preparing a court case.

Performs detailed research to gather data needed for preparing motions and notices; delivers these to the court house to be clocked-in and distributes to all parties involved.

Attends court to gather information in order to prepare court orders using appropriate legal language as directed by the District Court Judge.

Completes criminal background checks on parents and placement providers.

Searches for absent parents by researching DMV records, the prison system, criminal background records, child support records, and any other records accessible for service and notice of court hearings.

Ensures hearings are scheduled following the receipt of abuse, neglect, or dependency petitions by the timeframes established by law.

Prepares legal documents and schedules for court all mandated court review hearings, court cases involving juveniles, and termination of parental rights hearings.

Prepares and maintains a variety of legal files and records.

OTHER JOB FUNCTIONS

Notarizes legal documents.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the relevant departmental organization and functions.

Thorough knowledge of relevant state and county laws, rules, regulations, procedures, and policies related to work performed.

Thorough knowledge of the proper legal language, completion, and filing of various legal documents.

Considerable knowledge and ability to use correct grammar, vocabulary, and spelling used to compose a variety of written materials.

Considerable knowledge of office techniques, practices, and procedures.

Knowledge of various PC applications.

Ability to analyze, interpret, recommend, and implement policy and procedural guidelines.

Ability to answer questions independently and resolve problems.

Ability to plan, prioritize, and organize work flow and to coordinate activities.

Ability to research, interpret, and analyze data.

Ability to effectively communicate both orally and in writing.

Ability to establish and maintain effective working relationships with the public, court officials, attorneys, and fellow employees.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, or related field; or an Associate's Degree from an accredited college or university in Paralegal Science, Business Administration, or related area and two years of progressively responsible secretarial or clerical/administrative/office management experience; or a high school diploma or GED and four years of progressively responsible secretarial or clerical/administrative/office management experience; or an equivalent combination of education and experience. Paralegal certification or degree is preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**

